



Commonwealth Consultative Group on Human Settlements

Gigiri, Nairobi, 17 April 2007

CCGHS(07)1(Admin)

ADMINISTRATIVE ARRANGEMENTS Note by the Commonwealth Secretariat

1. Meeting Venue

The Commonwealth Consultative Group on Human Settlements will meet from 2–5pm on the afternoon of Tuesday 17th April in the wings of the UN Habitat Governing Council (Gigiri, Nairobi, 16-20 April 2007). The meeting will take place at the United Nations offices in Gigiri, Nairobi in Conference room 3.

The meeting will be chaired by The Hon. Reginald Farley, Minister of Housing and Lands, Barbados.

2. Responsibility for Arrangements

- (a) The Commonwealth Secretariat will be responsible for the organisation and servicing of the Meeting.
- (b) The principal officers will be:

Mr Ransford Smith, Deputy Secretary-General
Ms Janet R Strachan, Economic Affairs Division
Miss Sarah Jane Danchie, Economic Affairs Division

The Commonwealth Secretariat will be working closely with the ComHabitat Secretariat (Homeless International) in organising this session. Its principal officer will be Ms Kim Mullard.

3. Documentation

There are 3 documents for the meeting, as follows:

| | |
|--|-------------------|
| Administrative Arrangements | CCGHS(07)1(Admin) |
| Provisional Agenda | CCGHS(07)2(Admin) |
| Commonwealth Action on Human Settlements: ComHabitat's Progress Report and Strategic Plan 2007 –2011 | CCGHS(07)1 |

These papers will be circulated to member states on Wednesday, 7th March 2007 through London High Commissions and Permanent Representatives to UN-Habitat in Nairobi. They will also be posted on the ComHabitat web site at: <http://www.comhabitat.org>, and the Commonwealth Secretariat web site (www.thecommonwealth.org), following the links to 'Our Work'; 'Environment' and 'Commonwealth work on Human Settlements'.

4. Notification of Participation

It would be appreciated if governments could confirm their participation by completing and returning the *delegation form* (attached).

5. Contact Details

Miss Sarah Jane Danchie
Economic Affairs Division
Commonwealth Secretariat
Marlborough House, Pall Mall
London SW1Y 5HX
United Kingdom

Tel: +44 20 7747 6251 (Director's office) or
+44 20 7747 6266 (Miss Danchie's direct line)

Fax: +44 20 7747 6235

e-mail: i.coomaraswamy@commonwealth.int [for the Director's office]
s.danchie@commonwealth.int [for Miss Danchie]

Commonwealth Secretariat
Marlborough House, London SW1Y 5HX

March 2007

**COMMONWEALTH CONSULTATIVE GROUP ON HUMAN
SETTLEMENTS**

17 April 2007, Nairobi

DELEGATION FORM

(Please list delegates with full titles, in protocol order)

Country Delegation

1. Name:

Designation:

Min/Dept:

2. Name:

Designation:

Min/Dept:

3. Name:

Designation:

Min/Dept:

Contact details in the Capital (for transmission of meeting documentation):

Address:

.....

Tel:

Fax:

e-mail:

Please fax or e-mail this form by Wednesday 4th April 2007, to:

Economic Affairs Division
Commonwealth Secretariat
Marlborough House, Pall Mall, London SW1Y 5HX

Fax No: (44) 20 7747 6235

e-mail: s.danchie@commonwealth.int